

CONFIDENTIAL

13 November 1952

OUTLINE OF PROJECT PLANNING PROCEDURE

1. Before or after formal project approval (at the discretion of the SAC/DIE), the project officer will discuss the detailed project outline with a designated Administrative Planning Officer. Jointly, a full understanding of the requirements of the project, its purpose, the proposed method of accomplishment, and the circumstances under which it will be carried out shall be developed. In particular, each of the following points must be covered:

- a. The general support requirements—men, money, personnel.
- b. Cover factors limiting the amount of or manner in which direct support can be furnished by CIA, or limit reporting requirements or methods.
- c. Control factors (that is, the degree of control exercised by CIA over the principal or principals of the project) limiting the amount of or manner in which support can be furnished by CIA or which limit reporting requirements.
- d. Circumstantial factors limiting support and administration. These factors include items such as inadequacy of communications, absence or presence of local supply facilities, whether personnel of the activity are witting or unwitting, time deadlines, etc.

A thorough discussion and analysis of the operation in terms of the above-mentioned factors will result in the creation of a series of problems which must be solved by an appropriate administrative plan.

2. The Administrative Planning Officer in conjunction with the Project Officer should then assemble appropriate representatives from the various administrative and operational offices and staffs. The determination as to whether or not to invite the participation of any office or staff is whether or not their support is required or their basic responsibilities are involved. Appropriate offices and staffs might include:

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| Office of the General Counsel | Medical Office |
| Controller's Office | Procurement Office |
| Personnel Office | Commercial Division |
| Security Office | Cover Division |
| Communications Office | |

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To this group, the project concept, support requirements and other controlling or limiting factors would be presented. The problems involved would be generally discussed and supplementary information obtained so that all representatives would have an adequate common concept, and so that each representative would have a full understanding of the support which will be required of his office and the limiting factors thereon.

3. The Administrative Planning Officer would then assign to each administrative office representative responsibility for the proper development of an appropriate section of the Administrative Plan. It will be mandatory that each such plan cover the following points at a minimum:

a. The extent to which the administrative office can and will furnish direct support to the project.

b. Explanations of any special techniques or methods essential to either providing the support or protecting the security of the operation.

c. The extent to which self-support by the operating entity is authorized and any limitations or requirements related to the exercise of such authorities.

d. Any specific policy stipulations which are deemed essential to the fulfillment of basic Agency administrative responsibilities.

e. Detailed administrative reporting requirements; that is, what reports are required, the contents thereof, when to be submitted and the routing, review responsibilities and place of filing.

4. The Administrative Planning Officer will receive and assemble all component parts of the administrative plan into a comprehensive plan and review them with the project officer. Necessary adjustments and compromises will be made and coordinated. Upon completion of this, the administrative plan will be ready for joint approval of the DDP and the DDA. The final step is the distribution of the plan to all offices or staffs having continuing responsibilities for the support of the project and/or the scrutiny of Agency activities for policy compliance.

5. The net effect of the above process is to provide the project officer with a sound support plan, all necessary authorities for the implementation of the project, and a plan for his subsequent administrative direction of the activity.